

How to Make Your Business Greener



Shannon Meister
Council Bluffs Recycling Center
Education Coordinator

Recycle



- At desks and common areas
 - Put recycling can or container next to every trash can
 - Label what is acceptable/recyclable and what is not
- At central disposal area
 - Use the Council Bluffs Recycling Center drop-off bins at area retail stores for free
 - Ask your current waste hauler or another waste hauler about paper, cardboard or co-mingled recycling
- Don't make it harder than it is

Make a Plan



- Decide what you want (or can afford to do) to make your business more environmentally-friendly
- Create a timeline for when you want to accomplish these things
- Depending on size, you may need to create an enviro-team
- Create ownership of programs
 - Include staff in decision-making process; don't just mandate

Paper Reduction and Reuse

- Promote reducing and reusing of paper
 - Don't print out emails
 - Keep electronic files rather than paper if possible
 - Send electronic memos
 - Print information on both sides of paper
 - Use backs of misprinted paper for scratch paper



Reduce and Reuse



- Assess food waste
- Promote employees reusing food/lunch containers rather than throwing them away
- Encourage the use of reusable company coffee cups rather than disposable ones
- Use fluorescent bulbs and compact fluorescent bulbs to save energy
- Turn off lights in conference rooms, bathrooms and common areas when not in use (label switches)

Other Steps

- Promote recycling throughout your business on all levels
- Recycle your electronics, printer and toner cartridges and hazardous waste
- Install timer on thermostat
- Install low flow faucets
- Install timers or motion sensors in conference rooms, bathrooms and common areas so lights go off when not in use
- Plant trees and plants around the area
- Ask about energy audit from gas or electric company



Buy Green Products

- Chlorine-free paper and paper with recycled content
- Re-manufactured or recycled ink cartridges
- Green cleaning products and paint





Businesses in metro area

- Floors, Inc. of Lincoln and Omaha – carpet reclamation program
- ThermaScan Solutions of Omaha – reduce energy consumption
- Speed Binder – recycled binders
- Fresh Coat Painting – environmentally-friendly paint
- Visit www.energystar.gov for more hints and tips
- Visit <http://www.natresnet.org/> to get HERS (Home Energy Rating System) and to find a certified rater

Call for questions

- Council Bluffs Recycling Center
712-328-4985
4441 Gifford Rd.
Council Bluffs, IA 51501
- Thank you!

